



U.S. Department
of Veterans Affairs

JUN 18 2019

Via Email: 75095-63657123@requests.muckrock.com

Mr. Sai
MuckRock News
DEPT MR 75095
411A Highland Avenue
Somerville, MA 02144-2516

Re: Freedom of Information Act Tracking Number **19-08375-F**

Mr. Sai,

This letter acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Veterans Affairs (VA) dated June 11, 2019, in which you are seeking:

- From or to any email address, used in official capacity, of any person who, within 30 days of the time of the email, worked for:
 - i) agency headquarters,
 - ii) agency public relations,
 - iii) agency counsel's office, or
 - iv) any other component that regularly communicates with members of the press; and
- Containing any of the following phrases, regardless of capitalization or other minor variations:
 - i) "on the record",
 - ii) "off the record",
 - iii) "on background",
 - iv) "on deep background",
 - v) "not for attribution",
 - vi) "Chatham House rule",
 - vii) "lobby terms", or
 - viii) any synonymous phrases

The FOIA Service received your request on June 10, 2019, and assigned it FOIA tracking number **19-08375-F**. Please refer to this number when communicating with the VA about this request.

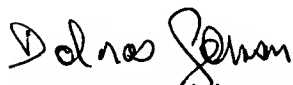
Clarification is needed before we can process your request. According to our regulations, a request for records "must contain a reasonable description of the records desired so that it may be located with relative ease." Per 38 CFR, 1.554(d), the requester's description of the records sought needs to describe such records in enough detail to allow VA FOIA Officers to locate them with a "reasonable amount of effort." To the extent possible, the requester should include specific information about each record sought, such as the date, title or name, author, recipient and subject matter, etc.

In order to conduct a thorough search, please clarify what records you are seeking, whom you are seeking them from, what office you are seeking records from, i.e. Office of the Secretary, Public & Intergovernmental Affairs Office and the Office of General Counsel. Please state what office(s), subjects of the emails, dates, and time frames.

Please contact us within 30 calendar days of the date of this communication or we will conclude that you are no longer interested in pursuing this request and will administratively close our files. Your request will be "tolled" until we receive your response to our request for clarification.

We appreciate your interest in the VA. If you have any questions concerning this letter, you may contact Jacqueline Short, of my staff at 202-632-7426.

Sincerely,

A handwritten signature in black ink, appearing to read "Doloras Johnson". The signature is fluid and cursive, with the first name "Doloras" being more prominent than the last name "Johnson".

Ms. Doloras Johnson
Director, VACO FOIA Service
Quality, Performance, and Risk (QPR)
Office of Information and Technology (OIT)